



Workplace Vaccination Requirement Sample Email to Employees

Dear Team,

From the beginning of the pandemic, our first priority has been the health of our workforce. That was the reason behind all the measures for a clean and safe workplace we instituted early on and the adjustments we have continued to make as public health guidance has evolved. Every step of the way, you adapted with professionalism and patience, and I thank you again for doing that.

Our commitment to your health is the reason we have shared vaccine information. It's also why we set up listening and conversation sessions to understand the obstacles to vaccination some of you may face, and assure those with questions or concerns.

As you know, I got vaccinated when I became eligible and encouraged you to do the same. In fact, I can report that ## percent of you have disclosed that you have been fully vaccinated from COVID-19. For this, too, I want to thank you — for protecting the health of yourselves and your co-workers, and getting us all closer to doing the things we've missed most with families and friends.

But we are not there yet. In fact, the Omicron variant is driving a rapid surge in new COVID-19 cases across the country. Today, the vast majority of COVID-19 hospitalizations and deaths are among the unvaccinated. However, the Omicron variant is contagious even among the vaccinated, causing understandable concern for people with young children or others at home who are not yet eligible to be vaccinated and are thus vulnerable to COVID-19.

A fully vaccinated and “boosted” workforce creates the safest possible workplace environment for you and for our customers. So effective [DATE], we will strengthen our workplace safety by [requiring all employees to be fully vaccinated as a condition of employment or test negative for COVID-19 on a weekly basis - OR other requirement for your COMPANY]. This is a policy that puts the needs of our people first, and is informed by the feedback and unique concerns of our people.

As you have probably heard in the news, the federal government is obligating businesses with 100 or more employees to require that their workforce be fully vaccinated or test weekly for COVID-19. Meanwhile, the virus has affected our company in other ways, too. [Add here specific information about the cost to the COMPANY of the average COVID-19 hospital stay, or the lost productivity from mandatory quarantines and long illnesses].

I will be sending more details soon about the process.

In the meantime, I encourage you to take advantage of [any incentives or COMPANY-provided vaccine access such as paid time off] and remind you that I am committed to helping you [get the facts](#) about vaccines. The Food and Drug Administration (FDA) has granted full approval of the first COVID-19 vaccine, and all the COVID-19 vaccines have been studied in clinical trials with large and diverse groups of people, of various ages, races and ethnicities. They are proven to be safe and effective.

Still, I respect that choosing to get vaccinated is an individual decision. We all need to be comfortable with our choices, so I encourage you to speak with your doctor or healthcare provider, or visit [GetVaccineAnswers.org](https://www.getvaccineanswers.org) as you make your decision.

Thank you for always prioritizing the health and safety of yourselves and each other.

Yours sincerely,

NAME

President/CEO, Chief Medical Officer, or other trusted leader